

## RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Central Services  
Design & Construction Division

Prince George's County

AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>General Correspondence Files</u> consisting of records of official correspondence of the Division, statistical reports, purchase orders &amp; requisitions, budget records, &amp; other official transactions. Records are maintained by project file.</p> <p>1970 - Present</p>	<p>Cut off at end of project; retain for three (3) additional years; then destroy.</p>
2.	<p><u>Public Works Road Contracts</u> consisting of completed road contracts to include all back-up information necessary for the award of the contract.</p> <p>1970 - Present</p>	<p>Cut off at end of project; retain for three (3) additional years; then destroy.</p>

Schedule approved by Department, Agency or Division Representative

R. DAVID VILLELA

Signature \_\_\_\_\_

## CHIEF, DESIGN & CONSTRUCTION

**Title**

2-1-79

Date \_\_\_\_\_

Schedule Authorized by Hall of Records Commission

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3/22/79  
Date

Date \_\_\_\_\_

Edward E. Lynde  
Archivist

Archiviert

2/1/79  
Date

Date \_\_\_\_\_

Harold J. Rove  
COUNTY RECORDS MANAGER

COUNTY RECORDS MANAGER

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - ~~Dept. of Public Works~~, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.